Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting

Tuesday, September 4, 2013 - 10:00 AM – 12:00 PM

SIEC Members Present
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Mike Sacco, Captain, Pima County Sheriff's Office (Co-Chair)
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Not Present
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department

Public Safety Interoperable Communications (PSIC) Office Attendees:
- Justin Turner, Arizona Statewide Interoperability Coordinator
- Glade Jarman, PSIC Project Manager
- Karen Allen, PSIC Project Manager
- Michael Britt, PSIC Project Manager
- Kyle Stephens, PSIC Project Coordinator

24 interested parties and members of the public were also present either in person or on the web conference.

Call to Order
The meeting was called to order at 10:00 AM by Mark Venuti, Co-chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Meeting Minutes: March 5, 2013 Joint PSCC/SIEC Public Meeting
Action Item
Motion: Pete Weaver made a motion to approve the March minutes.
Second: Mike Sacco
The motion was unanimously carried.

Appointment of SIEC Committee Member
Discussion and Action Item
Presenters: Mark Venuti, Co-chair and Mike Sacco, Co-chair
SIEC member Scott Tillman resigned his position with the SIEC at the end of July due to his retirement from the Department of Public Safety (DPS) Wireless Systems Bureau (WSB). Mr. Venuti read Mr. Tilman's resignation letter to the Committee. In his letter Mr. Tillman recommended Jeremy Knoll of the Arizona Department of Public Safety's Wireless Systems Bureau to fill the vacant position. Mr. Venuti reminded the Committee that in accordance with the SIEC Operating Principles, vacant positions of the SIEC are to be filled by unanimous consent of the SIEC Co-chairs.

Mr. Venuti stated that historically the SIEC has tried to maintain broad representation geographically. Mr. Venuti believed they have good geographical representation among present members and had no objection to Mr. Knoll's appointment. Mr. Venuti opened the floor to comment. Mr. Sacco comments that it is logical for DPS to have an SIEC representative and that he is comfortable with Mr. Knoll's appointment. Mr. Pete Weaver concurred, noting that the recommendation of appointing Mr. Knoll has the support of Kevin Rogers of the DPS-WSB. Mr. Venuti asked for comments from the PSIC Office. Mr.

Turner mentioned the need for a technical voice on the SIEC and that as the owners of the AIRS system, it is helpful to have DPS representation. Mr. Venuti then asked if any audience members would like to provide their input on the appointment of an SIEC member. Mr. Jay Vargo with Pinal County endorsed Mr. Knoll's knowledge and experience. With a consensus between both Co-chairs, Jeremy Knoll was appointed to the SIEC.

Statewide Policies, Standards and Procedures Quarterly Review: Technical PSPs
Information & Discussion Item
Presenter: Glade Jarman, Project Manager, PSIC Office
Mr. Glade Jarman presented on the four technical policies, standards, or procedures that are up for annual review this quarter: Land Mobile Radio Minimum Equipment Standards; Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures; Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan; and Arizona Interoperable Channels Plan and Priority Programming Guide. After a brief overview of the PSP approval process and schedule, Mr. Jarman reviewed the status of each of the four PSPs being reviewed and asked for SIEC input for required changes.

- Land Mobile Radio Minimum Equipment Standards
  - This PSP will be moved to the new PSP format to match other PSPs in appearance and organization.
  - Mr. Sacco recommended that the standard require 8 character display instead of the current requirement of 7 characters.
- Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
  - This PSP will be moved to the new format to match other PSPs in appearance and organization.
  - Mr. Weaver inquired about previous reports of AIRS frequencies being used on multiple incidents around the state at the same time resulting in interference. Mr. Turner explained that this problem was resolved already by removing the AIRSAZ frequency. There have been no reports of the current regional assignments causing the same issues that were experienced with AIRSAZ.
  - Mr. Sacco asked about the presence of certain NIFOG frequencies; Mr. Jarman answered that those Non-AIRS frequencies would be removed from the document and would appear in the interoperable channels plan instead.
  - Mr. Sacco asked about the accessibility of the AIRS frequencies; Mr. Turner responded that they are available to public safety and public service agencies who have a signed MOU with DPS.
  - An audience member asked whether any frequencies would be changed. Mr. Turner answered we did not intend to make any changes to the core of any of the PSPs, and that no frequencies would be changed in the AIRS SOP.
- Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
  - This PSP will be moved to the new format to match other PSPs in appearance and organization.
  - Mr. Venuti voiced a concern that format changes might make needed information more difficult to find. He also asked about the duplication of terms between a glossary and the definitions section in the document. Mr. Jarman explained that the glossary would be removed and a definition section would be used for consistency across all PSPs.
  - It was announced that the Yavapai County Sheriff's Office monitors the AIRS5 frequency. (Note: Following the meeting PSIC staff confirmed with DPS that AIRS5 is being monitored by Sedona Fire Department.)

- Arizona Interoperable Channels Plan
    - This PSP will be moved to the new format to match other PSPs in appearance and organization.
    - Mr. Venuti suggested that generic contact information be used at the end of the document to make document maintenance easier. After a brief discussion, it was decided that as calls resulting from this document would be non-emergency only, that the contact information of a central number would be sufficient.

Request for Input Regarding 2014 Technical Assistance Requests
Information & Discussion Item
Presenter: Justin Turner, Statewide Interoperability Coordinator, PSIC Office
Mr. Turner presented background information and present offerings of the Interoperable Communications Technical Assistance Program (ICTAP). Technical Assistance (TA) requests are submitted annually by the PSIC Office on behalf of State and local agencies. In 2013, Arizona received five TA awards. The City of Yuma also received four additional TAs as part of the Border Interoperability Demonstration Project (BIDP). Mr. Turner then reviewed the ICTAP program guidance and timeline for Arizona's 2014 requests.

Mr. Turner then reviewed TA offerings that corresponded to the interoperability goals and SCIP initiatives set for the PSIC office. Mr. Turner sought feedback from the Committee and members of the public on each area and there was discussion of particulars of the TA request process and priorities for the State. The committee recommended prioritizing three TAs: TICFOG development, the COMLEX communications unit exercise, and the COMT Train-the-Trainer course.

National Public Safety Broadband Network (NPSBN) Update
Information & Discussion Item
Presenter: Michael Britt, Project Manager, PSIC Office
Dr. Britt provided an overview to the Committee on recent activities related to the development of the National Public Safety Broadband Network (NPSBN). The First Responder Network Authority (FirstNet) has been tasked with building a nationwide wireless public safety broadband network that will be managed and maintained by FirstNet as a not-for-profit self-supporting fee-based network. The State and Local Implementation Grant Program (SLIGP) was released on February 6, 2013. The SLIGP is designed to assist State's in gathering their agencies' requirements for the public safety broadband network and to prepare for upcoming negotiations with FirstNet on the build out of the network within each state. Arizona's application was submitted on March 19th and we received award notice from NTIA on August 16, 2013. Arizona was awarded $2.9 million from the SLIGP in August, 2013.

Dr. Britt presented on recent FirstNet events, including business from their board meeting on April 23, 2013, when they appointed a General Manager, Bill D'Agostino. FirstNet also held a regional meeting on May 29-30, 2013 with 11 states and territories, including Arizona, for the purpose of working with states, territories, tribes, localities and public safety organizations on the network design for FirstNet. Dr. Britt also presented information on the Public Safety Communications Research (PSCR) meeting and the AZDOHS Tribal Seminar, both of which were held in June 2013. Dr. Britt also presented the organization structure of FirstNet under D'Agostino.

The next steps for the NPSBN are to develop the detailed Education and Outreach Plan to assure all State, local and Tribal entities have the opportunity to attend, learn and provide feedback; to develop detailed project, schedule and expenditure plans; and to develop Education and Outreach content working with the AZPSBN Workgroup.

Communications Unit Training & Recognition Program Update
Information & Discussion Item
Presenter: Glade Jarman, Project Manager, PSIC Office
Mr. Jarman presented information on the background, present state, and future plans for the Communications Unit Training and Recognition program. After detailing the beginnings of the program in Arizona and the current status of our training efforts, Mr. Jarman detailed areas in which the program could improve. These areas included a lack of qualified COMT instructors, a shortage of mentorship opportunities for COMLs and COMTs in training, a lack of awareness of the Communications Unit's value in exercises and incidents, and a lack of awareness of the value of certified COMLs and COMTs to agency operations. Mr. Jarman then presented various ideas for addressing those gaps and highlighted planned upcoming events including up to 5 COML classes, one COMT class, a 2014 Field Day, and an executive seminar on the value of the Communications Unit.

PSIC Office – Multiple Project Updates
Information & Discussion Item
Presenter: Justin Turner, Statewide Interoperability Coordinator, PSIC Office
Mr. Venuti asked Mr. Turner to present brief highlights from the Multiple Project Updates handout in consideration of the time remaining. Mr. Turner reminded the committee of two upcoming TICP development workshops, one in Yavapai County and one for Graham, Greenlee, and Gila Counties. Mr. Turner stated DPS has activated the 6 tower sites along the Southern Border that are part of the RICO project. Installation of the local radios at Public Safety Answering Points is underway under the direction of Yuma Regional Communications System (YRCS)Yuma Regional Communications System (YRCS). Mr. Turner also announced the 2014 SIEC meeting schedule. The schedule is available online.

Meeting Adjournment
Motion: Pete Weaver motioned to adjourn the meeting.
Second: Mike Sacco
The motion was unanimously carried.
Meeting Adjourned at 12:05 PM.

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Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.